

**FINAL PROJECT EVALUATION & SUMMARY
LIBRARY SERVICES AND TECHNOLOGY ACT**

Note: Complete this form after all expenses are paid and all activities are concluded.

1. Date: _____ 2. Grant Agreement #: _____
3. Grantee: _____
4. Report Prepared by: _____ 5. Telephone: _____
6. Project Name: _____

INSTRUCTIONS: Using the following format, please report on the project and provide evaluative comments. Use separate sheets of paper as necessary.

PROGRAM OVERVIEW: Refer to the **approved grant application**. Provide the overview of the project as it was originally planned. State the proposed outcomes of the project: what was done, how was it done, and by whom. (Support with measurable data from the project.)

EVALUATION: Refer to the **approved grant application**. Review the objectives set out in your project application and the evaluation methods detailed under **Evaluation**. Evaluate each of the objectives using the evaluation methods described answering the questions:

1. Have each of the objectives, as stated in the **approved grant application** been met? List the objectives and summarize the activities conducted and the measurable outcomes.
2. How has this project improved library services?
3. Describe the aspects of the project that worked well and those that did not go as planned. What changes were made in the project to accommodate the latter?
4. What future actions will be taken?
5. Will this project be continued next year? If so, what is the funding source?

FISCAL DATA: Submit a photocopy of the completed **LSTA Financial Report** which was submitted with your final **Request for Reimbursement**. Verify that the **Total Expenditures Grant & Local** coincide with library's accounting records.

This report is due 30 days after the completion of the project.

Send completed report to:

Idaho State Library
Library Development Division
325 W. State Street
Boise, ID 83702